

MAR 1979

25X1A

MEMORANDUM FOR: Deputy Director for Administration

FROM : [REDACTED]
Acting Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 28 February 1979

25X1A

1. Classification and Compensation Society Meeting:
[REDACTED] of the Plans and Review Staff attended the Classification and Compensation Society meeting on 26 February 1979. The subject was Civil Service Reform: Performance Appraisal and Merit Pay. Presentations were made by four speakers from the Merit Pay Task Force of the Office of Personnel Management (OPM). During the same visit, they previewed a slide presentation at OPM on the Senior Executive Service. (U/AIUO)

25X1A

2. Minority Recruitment: The [REDACTED] Recruitment Office recruiter, [REDACTED], attended the Career Expo '79, a minority career employment conference for college and university students in the Boston area on 15 and 16 February 1979. Joy was accompanied to the latter by [REDACTED], 25X1A

25X1A

[REDACTED] Representatives from 65 organizations were available to talk to interested students in the Copley Plaza Hotel Ballroom on the first day of the conference. We were fortunate enough to have a strategically located display table and a generous supply of handouts. Nearly 300 students attended the program and a large percent of these students stopped by the Agency's display. The following day was devoted to sign-up interviews. Thirteen long forms and countless resumes were given out over the two-day period. Three CT/DDO, five NFAC, and three DDA candidates looked particularly promising to our four representatives and were given forms, but circumstances did not permit

SECRET

Original CL BY 012963
Review on 1 March 1985

SECRET

25X1A reasonably in-depth interviews; when the forms are received 25X1A
and reviewed, some may be referred to out [REDACTED] Recruiter,
[REDACTED] for follow-up discussions and test
scheduling. (U)

25X1A 3. [REDACTED] Recruitment Office: The General Services 25X1A
Administration in [REDACTED] has informed us that the [REDACTED]
25X1A [REDACTED] now under construction will not be available
for occupancy until August or September. We had been planning
25X1A to open our new recruitment office in that building in June
of this year, as the building originally was to be ready for
occupancy in February. Temporary space, though, has been
25X1A made available to us in [REDACTED], a federally 25X1A
leased building located in downtown [REDACTED] and relatively 25X1A
near the site of the [REDACTED]. The acquisition of
the temporary office space will enable us to proceed on
schedule. (U/AIUO)

4. External Placement: We have been advised that one
of the clients of the Retirement Counseling and Employee
Assistance Branch, a former contract employee with the
Operations Directorate, has been selected as the Personal
Aide to the President of Stokely-Van Camp, Inc. in
Indianapolis, Indiana. This lead originated in September 1978
as the result of telephonic contact between Stokely-Van Camp
and the Retirement Counseling and Employee Assistance Branch
representative. This case points out that industry, in many
instances, takes several months before making a final decision
on certain positions. (U/AIUO)

25X1A 5. Voluntary Investment Plan: The Office of Finance
accountant supporting the Voluntary Investment Plan (VIP)
indicates that due to the large number of Agency VIP-
participant employees who retired last month and withdrew
money from their VIP accounts the Income Fund, for the first
time, had more money coming out than was going into the Fund.
(U)

25X1A 6. Household Effects from [REDACTED] has received
approximately 20 lift vans of varying sizes which contain
household effects belonging to employees evacuated from [REDACTED]. 25X1A
They have been instructed to forward these effects to the
Washington area consigned to [REDACTED] 25X1A
Central Processing Branch will coordinate with [REDACTED] 25X1A
on any problems which may arise regarding customs clearance
or other related matters once the household effects arrive.

SECRET

- 2 -

25X1A

25X1A

In addition, three lots of effects have been forwarded to the [REDACTED] from [REDACTED] for movement to the United States. (S)

25X1A

7. Suggestion Awards Program: The Office of Logistics printing personnel completed assembly and printing of the updated issue of the Suggestion and Achievements Awards Program Handbook. Handbooks were distributed to Committee Members, Alternates, Coordinators and Technical Advisors. (U)

8. Ash Wednesday Services: Ash Wednesday Lenten Services were held in the auditorium. Father John Hughes, St. Luke's Catholic Church, McLean, conducted Catholic Services beginning at 11:00 a.m. and the Reverend Douglas Langholz, Holy Trinity Lutheran Church, Falls Church, conducted Protestant Services beginning at 12:30 p.m. (U)

9. Rehired Annuitants: See attached report. (U/AIUO)

COMING EVENTS:

25X1A

25X1A

(1) Supergrade Factor Evaluation System: Administrative arrangements for the workshop at [REDACTED] on the test and validation of the Supergrade Factor Evaluation System have been completed. Six senior officials from the Support Directorate will participate on 6-7 March 1979. (C)

(2) APP: Continue with APP Analysis. (U/AIUO)

(3) The Suggestion and Achievement Award Office: The Suggestion and Achievement Award Office is moving from room 1001 to room 915 Ames Building on 1 March 1979. Their phone extension remains 2086. (U/AIUO)

25X1A

Att

SECRET

- 3 -

Distribution:

Orig. & 2 - Addressee
1 - DD/Pers/SP
1 - DD/Pers/R&P
1 - DD/Pers/P&C
1 - Chief, SAS
1 - D/Pers Chrono
1 - D/Pers Subject File

25X1A

EA-D/Pers/[REDACTED]:dmw (1 Mar 79)

~~Administrative - Internal Use Only~~

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (21-27 February 1979)

The following rehired civilian annuitant case was approved for
for extension by the Deputy Director for Administration:

DDA

STATINTL



- Independent Contractor, Office of Logistics, six-month extension.

~~Administrative - Internal Use Only~~